

## FY22 Quarterly Reporting Procedures

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**Please note that the quarterly reporting procedures and documents have been updated to reflect the outcomes for FY22.**

Reports are due 30 days after the end of the Quarter. FY20 due dates are:

- October 30, 2021
- January 30, 2022
- April 30, 2022
- July 30, 2022

All quarterly reports are submitted in GEMS.

- Quarterly reporting requirements will be considered a Milestone within GEMS.
- All quarterly reporting documents, except for the Cumulative Financial Report (CFR), will need to be uploaded into GEMS as a single PDF document.

Once organizations have filed their second quarter FY22 reports, DBH will review each organization's Cumulative Fiscal Reports and determine whether any unexpended organization funds are appropriate to be returned to the State at that time.

**Grantees can only submit one fiscal related report (LIBR, CFR, or Grant Amendment), that is still awaiting DHSS approval, through GEMS at a time.**

Waiting until the deadline to try to submit LIBR's or CFR's (final or revised) could cause a conflict preventing you from submitting your reports on time.

### **For FY22 grantees have been separated into two quarterly reporting categories: Coalition and Case Management**

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The following grantees fall under the coalition quarterly reporting category:

- The Kenai Peninsula
- Ketchikan

The following grantees fall under the direct service support category for case management services:

- Anchorage
- Mat-Su
- Fairbanks
- Juneau
- Bristol Bay
- Nome

**Recidivism Reduction grantees**  
**Department of Health and Social Services, Division of Behavioral Health**

Grantees reporting **under the coalition quarterly reporting category** need to submit the following along with their quarterly report checklist & transmittal coversheet:

- Cumulative Fiscal Report (CFR)
- Minutes from coalition meetings
- Coalition documents completed or updated during the fiscal year, including:

Coalition Capacity Assessment(s)	Coalition Operational Guidelines and/or Coalition by-laws
Coalition Community Readiness Assessment	Coalition Comprehensive Community Reentry Plan

- Recidivism Reduction quarterly narrative, program impact, and coalition milestones

Grantees reporting **under the case management reporting category** need to submit the following along with their report checklist & transmittal coversheet:

- Cumulative Fiscal Report (CFR)
- Reentry Case Managers must update the FY22 Reentry Case Manager Excel Sheet in GEMS for review, as follows (Follow current procedures Until GEMS is working again):
  - July –Sept, due October 30, 2021
  - Oct – Dec, due January 30, 2022
  - Jan – Mar, due April 30, 2022
  - April – June, due July 30, 2022
- Recidivism Reduction quarterly narrative, program impact, and case management milestones

**A note about tracking and data usage**

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The data collected through quarterly reports will be collated for reporting to stakeholders, including the Alaska Criminal Justice Commission.

The RBA Performance Measures will be reported on the following two measures as stated in the original grant language. The way that these will be measured is listed below.

**For coalition grantees**

- Increase coalition knowledge of the direct service supports through completing the following documents:
  - community resource assessment (formally: community provider assessment) and community readiness assessment
- Increase the percentage of agencies that have a MOA with the coalition
  - the # of agencies with an MOA with coalition last quarter
  - the # of additional agencies with a MOA this quarter
- Increase the community readiness score to address identified reentry issues
  - Community knowledge of efforts

**Recidivism Reduction grantees**  
**Department of Health and Social Services, Division of Behavioral Health**

- Leadership
- Community climate
- Knowledge about the issue
- Resources of efforts

**For direct service, case management grantees**

- Effectiveness: Decrease in recidivism rates\*
- Efficiency: Increase in access to appropriate services\*

*\*These measures will be evaluated by the DBH Program Manager by utilizing data from AKAIMS and DOC to assess the effectiveness of case management for reentrants.*